

# Setting Up an Out of Office Message

11/28/2006

---

## Out of Office Assistant Summary

The Out of Office Assistant allows you to create rules that will automatically reply to messages you receive. This feature is useful for when you will not be able to respond to emails. Once the I am currently Out of the Office radial button has been selected, senders will get the specified message the next time they email you. Your AutoReply will only go to each address one time, even if they send you multiple messages. Once you return and click I am currently In the Office, the count will be reset in preparation for its next use.

You can also create more advanced rules that will only be applied if certain conditions are met. To do so, click Add Rule... and specify the conditions to trigger the rule and the actions for the rule to take.

### How to Turn On the Out of Office Assistant

1. On the Tools menu, click Out of Office Assistant.
2. In the Out of Office Assistant dialog box, click I am currently Out of the Office.
3. In the AutoReply only once to each sender with the following text box, type the message that you want to send while you are out of the office.

**Out of Office Assistant**

☐ I am currently In the Office

☒ I am currently Ot of the Office

AutoReply only once to each sender with the following text:

I am out of the office, this Friday, the 25th. I will not have access to my voicemail or email during this time. If you need immediate assistance, please contact my backup, Charlie Bravo, at (334)242-2222. Otherwise, I will get back with you on Monday.

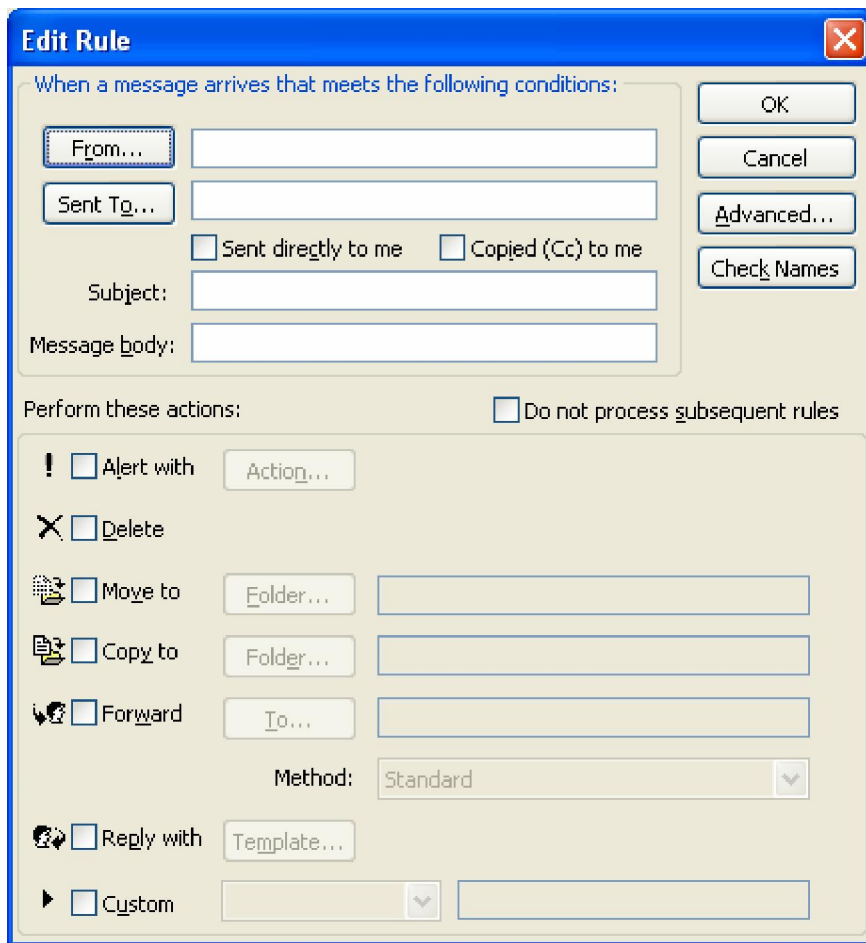
These rules will be applied to incoming messages while you are out of the office:

Status	Conditions	Actions
--------	------------	---------

☒ Show rules for all profiles

### How to Create a Rule

1. On the Tools menu, click Out of Office Assistant.
2. In the Out of Office Assistant dialog box, click Add Rule.
3. In the When a message arrives that meets the following conditions box, specify the conditions that you want the message to meet.
4. Click to select the Do not process subsequent rules check box to specify that this rule must be the last one applied.
5. To specify more conditions, click Advanced, select the options that you want, and then click OK.
6. In the Perform these actions box, select the options that you want.



### How to Delete a Rule

1. On the Tools menu, click Out of Office Assistant.
2. In the These rules will be applied to incoming messages while you are out of the office box, click the rule that you want to delete.
3. Click Delete Rule, and then click Yes.

#### How to Edit a Rule

1. On the Tools menu, click Out of Office Assistant.
2. In the These rules will be applied to incoming messages while you are out of the office box, click the rule that you want to edit, and then click Edit Rule.
3. Make changes to the conditions and actions for the rule.

#### How to Change the Order in Which Rules are Applied

1. On the Tools menu, click Out of Office Assistant.
2. In the These rules will be applied to incoming messages while you are out of the office box, click the rule that you want to move up or down in the list.
3. Click Move Up or Move Down.

#### How to Turn a Rule On or Off

1. On the Tools menu, click Out of Office Assistant.
2. In the These rules will be applied to incoming messages while you are out of the office box, click to select or click to clear the check box next to the rule that you want to turn on or off.

#### How Rules Are Applied

Rules are applied in the order in which they appear, going from top to bottom, in the list of rules in the Out of Office Assistant box.

If you select more than one condition in the Edit Rule box, only messages that meet all of the conditions have the rule applied to them. For example, if you specify "Bob Green" as the sender (condition), and "Marketing Meeting" (condition) in the Subject box, the rule only applies to messages that meet both conditions.

If you set multiple conditions in one rule, messages that meet any of the conditions in the rule are found. For example, if you specify "Bob Green; Jeffrey Weems," in the From box, the rule applies to messages from either Bob Green or Jeffrey Weems.

To specify that a rule must be the last one applied, click to select the Do not process subsequent rules check box (in the Add Rule or Edit Rule dialog box).

When you specify an action for a rule and the action cannot be performed, an error message appears with an "X" next to the rule. To fix the error, click Edit Rule, and then make any necessary changes.